

ATTENTION CONTRACTORS!!

Now you can order Plans and Specifications for Placer County's Construction Bids on-line! We accept Master Card and VISA, or you can pay with your checking or savings account!

(A convenience fee of \$2.50 will be charged to your credit card for MC or VISA transactions; \$1.50 will be charged for Electronic Funds Transfer (EFT) from your bank account. This fee will be added to your purchase when you enter your credit card information.)

To get started, go to: www.placer.ca.gov/Admin/Procurement/openconstructionbids.aspx

STEP 1 – Select the plans you want to order by clicking the dot in the "Order Plans" column. Note: You may only order plans for one project at a time. If you wish to order plans for more than one project, you will need to place a separate order. Press Order Selected Plans at the bottom of the screen to continue.

STEP 2 – Enter the number of sets you wish to purchase in the Quantity field, then select the Shipping Method you desire:

- Pick Up You may pay for the plans on-line and pick them up in person at Placer County Procurement
- Ship by County Mail An additional "County Shipping Fee" will apply
- Fed Ex Provide your account number and choose the delivery rate, and there will be no additional County Shipping Fee.

Complete the Customer Order and Shipping fields, and press Confirm Order to continue.

STEP 3 – Order Confirmation: Review all information very carefully for accuracy. If corrections are needed, choose Modify Order Information to return to previous screen(s). If everything is correct, choose Continue to Payment Screen.

STEP 4 – Choose Credit Card for Master Card or VISA payment, or choose Electronic Funds Transfer if payment will be made directly from your bank account.

<u>Credit Card Payment</u>: Select credit card type and enter card number, expiration date, and the zip code that corresponds with the billing address for the card you're using, then press Continue. On the next screen, review the information carefully, and press Change to return to the previous screen, or Accept to continue. We recommend you write down the Confirmation Number, or print the screen, for future reference.

<u>EFT Payment</u>: Enter bank account number, routing number, name on the account, then press Continue. On the next screen, review the information carefully, and press Change to return to the previous screen, or Accept to continue. **We recommend you write down the Confirmation Number, or print the screen, for future reference.**

Confirmation of your order and payment amount (including convenience fees) will also be sent to the email address you entered in *STEP 2*.

** All orders received by 12:00 Noon will be sent out the same day. Orders received after 12:00 Noon will be sent out the next working day. **